



MEMORANDUM

TO: MAYOR SULKA AND MEMBERS OF TOWN COUNCIL
FROM: Kim Jones, Director of Engineering
SUBJECT: Department of Engineering Consent Agenda
DATE: February 9, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES

PATHWAYS

1. **General Pathways: Bluffton Park Sidewalk Extension Construction**
 - **Completed:** 8th Street sidewalk extensions to Recreation Court and crosswalk.
2. **Goethe/Shults Sidewalks: Engineered Design Phase**
 - Staff held an informational public meeting to review the revisions of the sidewalk plans at the Rotary Community Center on January 26th.
 - Revisions are being made to the plan as a result of the public meeting.
 - Staff is obtaining quotes for appraisals for easement acquisition.
 - **Next Steps:** Initiation of easement acquisition and permitting for projects.

SEWER & WATER

1. **Buck Island-Simmons ville Sewer (Phase 3): Construction Phase**
 - Jordan Construction finished laying 8" gravity sewer along the north side of Buck Island Road between Simmons ville Road and Kitty Road. They have also completed the jack & bore under the oak tree in front of the proposed Grayco. They are working on the last jack & bore along the east side of Buck Island Road under another oak tree at #353 Buck Island Road. They are roughly 90% complete with the installation of the sewer main and sewer services.
 - Working with Low Country Council of Governments to obtain current income statements to verify Low-Moderate Income status. This will be an on-going process until all forms are received.
 - Quarterly BIS Neighborhood Meeting: Attended the meeting on January 25, 2016 to provide an update on all Phases of sewer construction.
 - **Next Steps:** Jordan Construction has two (2) crews working on site to finish construction by the end of March.

2. Buck Island-Simmons ville Sewer (Phase 4): Engineered Design Phase

- Final design of the sewer has been completed and all permits have been received.
- Easement letters have been sent to all property owners; to date eight (8) of the eighteen (18) offers have been accepted.
- **Next Steps:** The Condemnation process has commenced. The process takes 45 to 60 days. Several negotiations are still underway in an attempt to avoid condemnation, if possible.

3. Buck Island-Simmons ville Sewer (Phases 5 A, B, C): Engineered Design Phase

- Final design for Phase 5A, 5B, and 5C is in progress.
- Engineer has begun preparing the easement plats which is the beginning of the acquisition phase.
- Based on comments from our BIS Neighborhood Meeting, staff has asked the Engineer to investigate the possibility of installing gravity sewer on Gideon Way.
- **Next Steps:** Engineer has submitted 5A-C to BJWSA for review and comments. After receiving and addressing BJWSA comments, we will submit to OCRM, DHEC , and SCDOT.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- The Memorandum of Agreement with BJWSA was presented and approved at the December Town Council meeting, and has been fully executed and approved by both parties.
- There has been a formal hand off to BJWSA as the engineer moves into the Final Design phase of the project.
- **Next Steps:** Staff will continue to work with BJWSA and the engineer to ensure this project continues to move forward on a timely basis.

5. Toy Fields: Construction Phase

- BJWSA is the project manager in partnership with the Town for this project.
- Construction work is almost complete. All the gravity main and services have been installed and work on the pump station is complete.
- The project is at the final testing stage and connection to the homes is expected to commence the week of February 1st and the new system will be put on-line.
- **Next Steps:** Upon receipt of the Permit to Operate from DHEC, the residents will be connected to the system. BJWSA anticipates completion by mid-February 2016.

ROADWAY IMPROVEMENTS

1. May River Road Streetscape (Final Phase): Conceptual Design Phase

- Staff met with South Carolina Department of Transportation (SCDOT) in Columbia to discuss the approval process for the project moving forward.
- Staff has resubmitted Design Exception Report based on SCDOT comments.

- Temporary and permanent easements have been added to the plans and submitted to the SCDOT for review.
- Staff is obtaining bids for easement acquisition services.
- Staff and consultant have met with SCE&G regarding utility work associated with the project.
- Staff held a neighborhood meeting to provide a project update to the affected property owners.
- **Next Steps:** Execute contract for acquisition services; initiate formal owner contact for easement acquisition upon authorization from the SCDOT; permitting for the project.

2. Bluffton Road/Bluffton Parkway Circle: Conceptual Design Phase

- Encroachment permit for landscaping was revised per SCDOT's comments and resubmitted to them on January 25, 2016.
- SCDOT requested removal of 12 Crape Myrtles to allow for clear site views through the circle. This information was supplied to them.
- Staff has obtained pricing for installation of a well and electrical supply at the traffic circle.
- **Next Steps:** Staff will finalize bid documents for the landscaping and the contract for the well contractor. Landscape installation will commence in March 2016.

OLD TOWN IMPROVEMENTS

1. Calhoun Street and Adjacent Area Study: Conceptual Design Phase

- A completed conceptual design and report presented at January's Town Council meeting and presented for adoption on February 9th.
- "T" striping and repainting of existing striping along Calhoun Street completed the first week of February.
- **Next Steps:** Signage plans to limit parking times on Calhoun Street, no parking signs along Lawton, Church, and Lawrence Streets are being finalized. Installation of bike racks and park rules at DuBois Park, including no smoking.

2. Old Town Lighting & Parking Signs

- As part of this initiative and park improvements, string lights were installed at Oyster Factory Park in the pavilion area.
- Staff obtained priority areas for lighting improvements from Bluffton Police Department and has shared with lighting team from SCE&G for cost-estimates and phasing plan to present to Council for consideration in FY2017 budget.
- Parking sign improvements to be completed with short-term actions related to Calhoun Street project above.
- Staff has obtained pricing for the addition of four or five lights along Calhoun Street. The new lights will be the same pole and fixture type as the existing lights. Staff finalizing placement with the merchants and residents.
- Staff has also completed the pricing for the installation of approximately six street lights along the east side of Bluffton Road just north of the intersection with May River Road and is investigating the installation of additional lighting

along the west side of Bluffton Road in the same area. Easements and SCDOT encroachment permits are now being sought to allow these improvements to proceed forward this spring.

- **Next Steps:** Finalize permits, contracts and coordinate the installation of the new street lights.

PARK DEVELOPMENT

1. Parks and Recreation Improvements: DuBois Park - Construction Phase

- Staff advertised an Invitation for Bids for the synthetic playground surface. Bids were received on January 7th. Staff is currently evaluating bids.
- Mounted additional Tree lights on the north side of the DuBois Park Pavilion.
- Staff is working with contractor to consider the installation of additional accent lighting for the trees in Dubois Park.
- **Next Steps:** Select contractor and complete the installation of the design and construction of synthetic playground surface.

2. Oyster Factory Park: Design Phase

- Dock
 - After evaluating the bid results, the contract was awarded to Nix Construction; Notice to proceed is January 26, 2016.
 - **Next Steps:** Initial ordering of materials and off-site fabrication of main components. Project is officially under construction. Construction will be completed April 2016.
- Parking Lot
 - Price has been re-negotiated with original bid contractor and the contract has been approved and executed.
 - Work commenced on December 28, 2015 with the installation of the erosion control measures and tree protection.
 - **Next Steps:** Notice to proceed was January 26, 2016 and project is officially under construction. Construction will be completed in April 2016.
- Garvin House
 - Staff has advertised an Invitation for Bid for the re-construction of the Garvin House. Project was re-bid due to lack of bidders the 1st time, bids are due 2:00 p.m. February 1st.
 - Staff has retained a consultant to assist with project over-site, advocacy, and outreach, along with assistance in additional sources of financial support of the project.
 - Staff received notification of award from SC Parks, Recreation & Tourism for a \$200,000 grant.
 - **Next Steps:** Review the bids, negotiate, and award contract.
- Pavilion Area
 - M.A.S.H. signs are being completed.
 - **Next Steps:** Installation of M.A.S.H.-style signs on central light post.

TOWN FACILITIES

1. Buckwalter Place Multi-County Commerce Park

- A public-private partnership agreement was established among the Town of Bluffton, the Bluffton Public Development Corporation and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) for continued public infrastructure investment supportive of the multi-county commerce park.
- Development permit issued.
- **Next Steps:** Mass grading to begin in March 2017 with a building pad completed by end of May 2017.

2. Town Hall Redevelopment

- Generalized conceptual design has been completed.
- A presentation was given at the January 19th Town Council Workshop and approval was granted to proceed with the project.
- **Next Steps:** Retaining the design and construction teams.

STORMWATER

1. May River Watershed Action Plan Wetlands Restoration: Conceptual Design Phase

- Data collection is ongoing from installed monitoring wells. 4 months of stream and groundwater depth data is being collected to guide design alternatives.
- Draft Hydrology Report has been submitted.
- **Next Steps:** Draft Water Budget submittal.

2. 319 Grant Phase 2 (Pine Ridge BMP Retrofit): Engineered Design Phase

- Town Staff and consultant presented the project and update at the annual Pine Ridge POA meeting.
- Construction contract executed with Willow Tree Landscaping.
- Annual SCDHEC 319 grant site visit completed January 28th.
- **Next Steps:** Retrofit construction.

3. Hampton Lakes Stormwater Retrofit

- On hold as grant funding was not awarded.

4. Stormwater Utility Management Plan Update

- Beaufort County is the managing partner for this county-wide stormwater master plan update.
- Contractor has been selected and the County's award has been approved.
- **Next Steps:** Beaufort County has scheduled a kick-off meeting for February 4th.

5. Cove Identification Signs

- Staff is developing cove identification signs with an anti-litter message with 2015 Palmetto Pride grant support.

DIVISION/STAFF UPDATES

Project Management

- Attended MUNIS training for contract/invoice work flow.

Stormwater

- Staff attended monthly Stormwater Utility Board meeting.
- Staff attended monthly Stormwater Implementation Committee meeting.
- Staff held and attended the quarterly May River Watershed Action Plan Advisory Committee meeting January 26, 2016.
- Town staff built scaled-down versions of the May River Watershed with MC Riley 5th graders. Half of the 5th graders have been reached and staff will be visiting the second half of the 5th grade class on February 1st and 2nd.
- Staff is preparing for the 16th Annual May River Cleanup. Meetings have been arranged to continue ongoing partnerships and to develop new ones with LowCountry Community Church and the US Coast Guard.
- Staff attended MC Riley's 5th grade Science Fair to see all the student's projects and ask questions. Many students used previous studies done with Town staff, such as watershed models and the rain garden, as the basis for their projects.
- Town staff and the County Channel developed a new Stormwater Litter PSA directed at residents and boaters. This PSA is now airing on the County Channel and posted to the Town's Neighbors for Clean Water website.
- Town staff is currently purchasing flow monitoring equipment necessary to meet state and federal mandates with the MS4 program. In addition, measurements will be incorporated into the water quality model.
- Town staff is continuing to work on website content for the Town's new website layout.
- Staff performed approximately 15,000 feet of ditch walk inspections.
- Staff ran Arc Hydro model to identify major watersheds, basins, sub-basins, major outfalls, secondary outfalls, and minor outfalls of the MS4 area.
- Staff digitized the static CIP map to create CIP ArcGIS polygon file.
- **January Stormwater Inspections & Citizen Requests –**
 - 146 Development and lot sediment and erosion control inspections, resulting in 116 inspections passing and 33 failing. Of those 33 that failed, 18 resulted in 1st NTCs, 12 resulted in 2nd NTCs, and 3 resulted in NOVs, which was resolved and passed upon re-inspection.
 - Met on-site with builders & contractors sixteen (16) times to discuss non-compliance issues and proper sediment and erosion control techniques.
 - Received five (5) citizen drainage concerns. All concerns resulted in inspections and follow-ups with the homeowners to discuss and resolve the issue.
 - Responded to one (1) Illicit Discharge Detection & Elimination (IDDE), which was resolved and no tickets were issued.

- **January Septic System Maintenance Assistance –**
 - Two (2) septic system clean outs were performed.
- **January Data Collection –**
 - Added 227 entries into GIS database for stormwater activity.
 - Collected 4 nodes and 2 conveyances for the Town Stormwater Inventory to be used for the Town’s Stormwater Model.
 - 319 Grant Phase 2 (Pine Ridge BMP Retrofit): Collection ongoing.

Public Works

- **Ditch/Drainage Maintenance –**
 - Performed Weekly Street sweeping on Highway 46 collecting 8 cubic yards of debris.
 - Performed routine maintenance on storm drains around Town.
 - Grade and repaired Green Street and Lawton Street.
 - Edged sidewalks and curbs along Buck Island Road and Simmonsville Road.
 - Performed routine maintenance on Equipment.
 - Met with Baugher and Carey in Stormwater to discuss ditch evaluations and inspections.
 - Picked up litter and debris along the following road shoulders around the Town:
 - Simmonsville Road
 - Buck Island Road
 - Goethe Road
 - McCracken Circle
 - Masters Way
 - Hampton Parkway
 - Shultz Road
 - Dr. Mellichamp Road
 - Hilderbrand Road
 - Performed routine mowing on road shoulders around the Town:
 - Hwy. 46 May River Road
 - Hampton Parkway
 - McCracken Circle
- **Beautification Program –**
 - Removed Christmas decorations throughout town.
 - Performed routine mowing of the medians of Burnt Church Road, Highway 46, and Simmonsville Road.
 - Ongoing maintenance of the flower beds around town.
 - Performed routine landscape maintenance at the following facilities:
 - Town Hall
 - DuBois Park
 - Calhoun Dock
 - 1261 May River Road

- 1264 May River Road
 - Oyster Factory Park
 - Law Enforcement Center
 - Buckwalter Park
 - Eagle's Field
- **January Town Trash & Recycling Program –**
 - 171 total phone calls
 - 42 new services
 - 21 trash pickups missed
 - 9 recycle pickups missed
 - 30 broken or missing cart replacements
 - 69 miscellaneous calls
 - 6,595 Total Town of Bluffton residences served
 - Staff continues communications with Waste Management reviewing level of services and current monthly services.
 - **January Work Requests Completed –**
 - 25

Attachments:

1. May River Update*
2. SCDHEC Shellfish Monitoring Data for the May River
- 3A. November-January Erosion and Sediment Control Inspection Trends
- 3B. Fiscal Year to Date Erosion and Sediment Control Inspection Totals
4. Illicit Discharge Reports and Investigations
5. Drainage Concerns Inspections
6. Fiscal Year 2016 Year to Date Citizen Requests for Stormwater Services Heat Map

* Attachment noted above includes the latest updates in ***bold*** and ***italic*** font.

**May River Update
February 9, 2016**

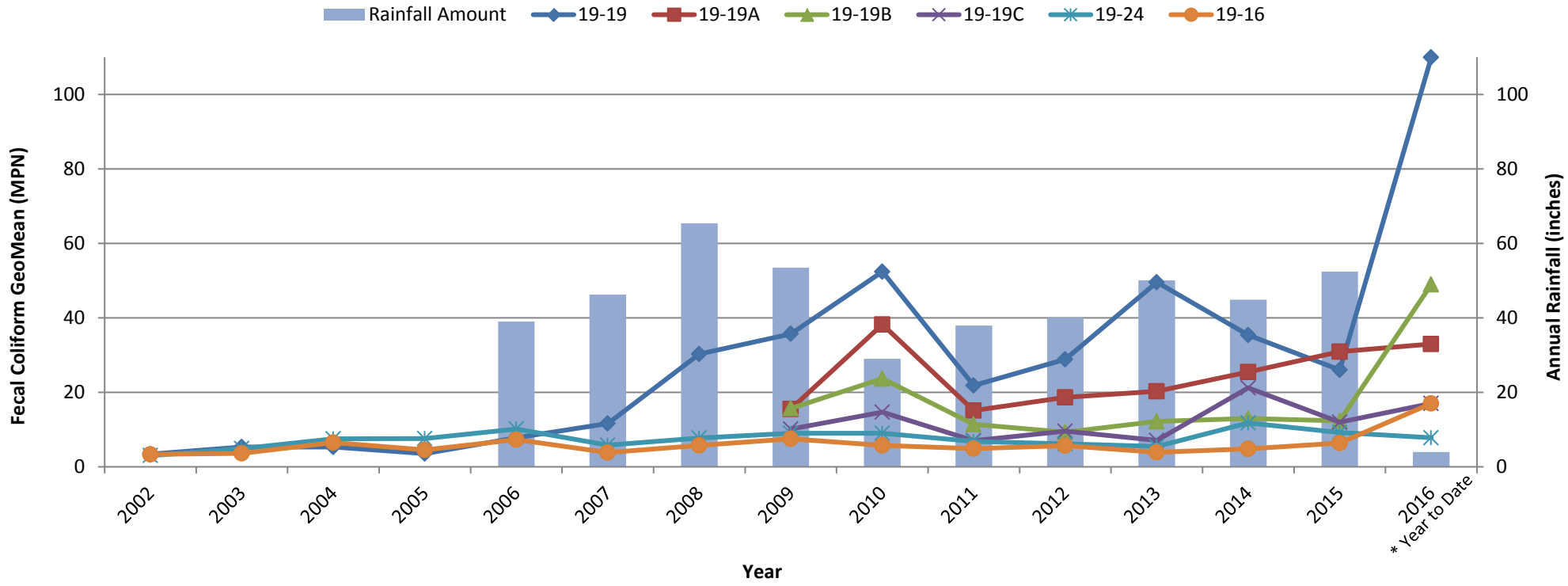
Attachment 1

ACTIVITY	STATUS
May River Retrofit Project (Hampton Hall)	Staff met with Hampton Hall to update project status, discuss easement acquisition, answer any questions, and discuss a path forward. <i>This project is on hold until data is collected from May River 319 Grant Phase II to assess the efficacy of this project approach.</i>
May River Watershed Model	Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. <i>2013 Pine Ridge model in support of retrofit project and the Watershed Model underway.</i>
May River 319 Grant - Phase I May River Watershed Pilot Project	Weekly water quality testing ongoing.
May River 319 Grant - Phase II	Baseline data collection ongoing. <i>Design by Thomas & Hutton and permitting complete. Construction bidding process underway. All bids have been received and a contract with the lowest qualified bidder has been executed.</i>
May River Watershed Action Plan Wetlands Restoration: Conceptual Phase	Adjacent and offsite survey work has been completed preliminary wetland delineation, site characteristics and topography. A work authorization for wetland and subsurface hydrology evaluation was approved by the property owners. <i>Monitoring wells have been installed, the Draft Hydrology Report has been submitted and the Draft Water Budget is underway.</i>
Additional Funding Opportunities	The Town submitted a full application for a third 319 Grant on 5/4/15. The Town was not awarded funding this grant cycle, but was encouraged to submit for the next 319 Grant cycle.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)
December	7.8	11.0	110.0		7.8	7.8	33.0		7.8	11.0	27.0		7.8	23.0	7.8		1.8	33.0	6.8		4.5	13.0	4.5	
November	11.0	49.0	NS		17.0	33.0	NS		17.0	17.0	NS		2.0	33.0	NS		13.0	31.0	NS		13.0	6.8	NS	
October	13.0	17.0	23.0		13.0	7.8	49.0		70.0	4.5	4.5		13.0	6.8	23.0		2.0	4.5	7.8		4.5	2.0	4.5	
September	33.0	27.0	46.0		17.0	17.0	17.0		7.8	2.0	9.3		13	4.5	17.0		7.8	4.5	23.0		6.8	2.0	4.5	
August	11.0	49.0	6.8		2.0	49.0	17.0		23	33.0	13.0		9.2	70.0	13.0		9.2	46.0	24.0		1.8	17.0	4.0	
July	6.8	17.0	17.0		4.5	7.8	7.8		7.8	1.8	6.8		2.0	1.8	11.0		1.7	2.0	2.0		1.7	1.8	4.5	
June	1600.0	NS	33.0		920.0	NS	46.0		1.7	NS	11.0		1.7	NS	14.0		11.0	NS	4.5		7.8	NS	11.0	
May	46.0	33.0	NS		13.0	33.0	NS		7.8	9.2	NS		7.8	49.0	6.8		4.0	7.8	6.8		2.0	2.0	23.0	
April	1700.0	130.0	1.8		40.0	79.0	33.0		2.0	170.0	17.0		1.7	240.0	17.0		1.7	23.0	13.0		2.0	13.0	17.0	
March	79.0	23.0	170.0		49.0	33.0	130.0		17.0	11.0	49.0		22.0	13.0	17.0		22.0	6.8	13.0		2.0	4.5	6.8	
February	350.0	110.0	13.0		46.0	33.0	14.0		79.0	79.0	1.8		49.0	79.0	1.8		17.0	33.0	7.8		7.8	13.0	2.0	
January	23.0	49.0	79.0	110.0	17.0	79.0	79.0	33.0	23.0	13.0	49.0	49.0	13.0	11.0	33.0	17.0	4.5	7.8	17.0	7.8	4.5	2.0	7.8	17.0
Additional Samples																								
Additional Samples																								
Average Annual GeoMean	49.6	35.4	26.0	110.0	20.3	25.5	30.9	33.0	12.2	13.0	12.3	49.0	7.1	21.2	12.0	17.0	5.5	11.8	9.2	7.8	3.9	4.8	6.4	17.0
** Truncated GeoMetric Mean	34.0	31.0	37.0		23.0	17.0	21.0		14.0	10.0	11.0		10.0	7.0	11.0		7.0	6.0	7.0		5.0	4.0	4.0	
** Truncated 90th Percentile	172.0	207.0	205.0		119.0	82.0	95.0		61.0	40.0	51.0		43.0	29.0	55.0		26.0	21.0	30.0		17.0	13.0	13.0	

NS = No Sample
AS = Additional Samples
** Town staff calculations utilizing DHEC statistics

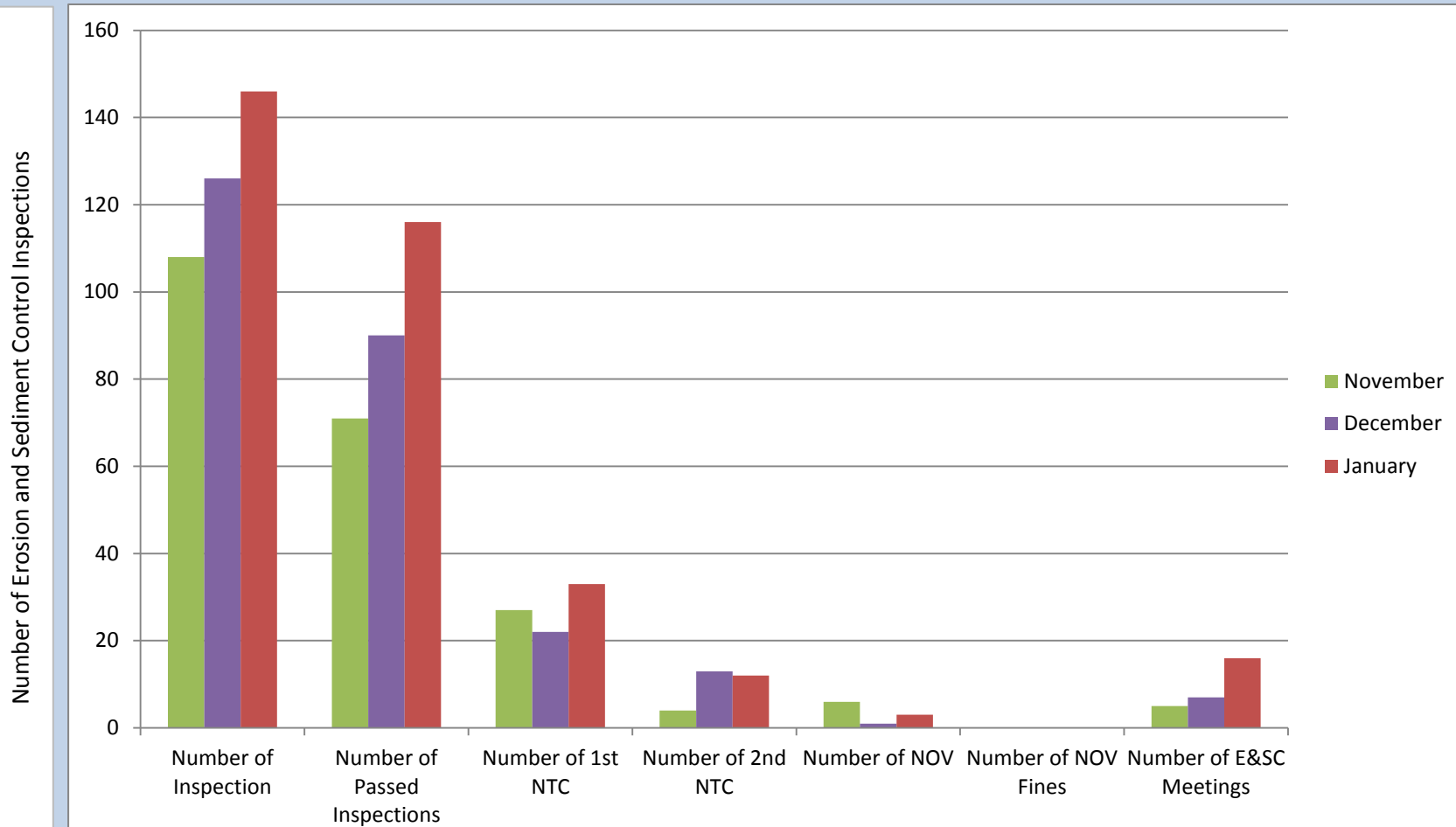
SC DHEC Shellfish Monitoring Stations Average Annual Fecal Coliform



Attachment 3A

Town of Bluffton

November-December-January Inspection Trends Stormwater Erosion and Sediment Control Inspections



Notice To Comply (NTC) Notice of Violations (NOV)
Erosion and Sediment Control (E&SC)

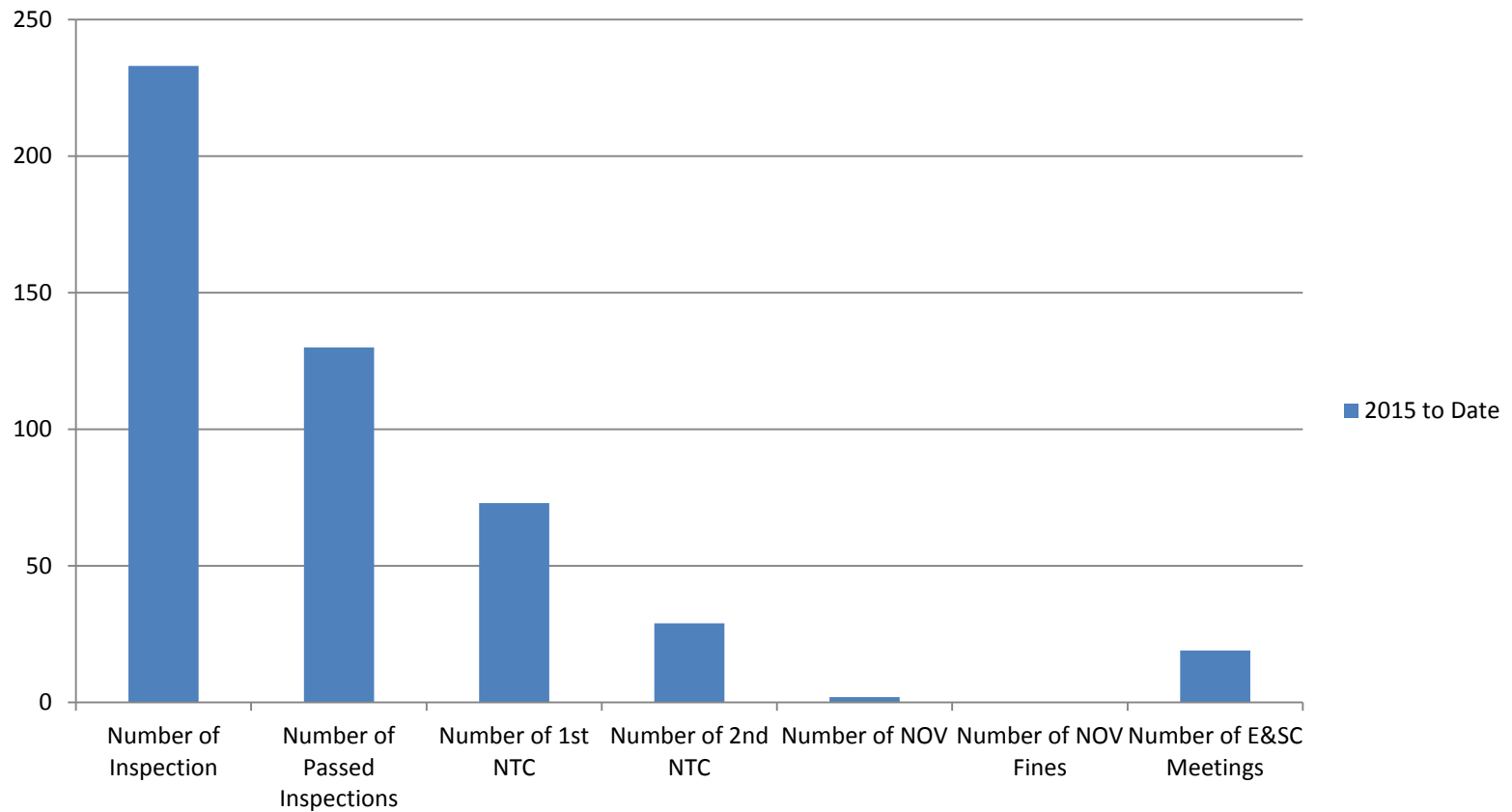
Attachment 3B

Town of Bluffton

Fiscal Year to Date Inspection
Stormwater Erosion and Sediment Control Inspections

Number of Erosion and Sediment Control Inspections

2015 to Date

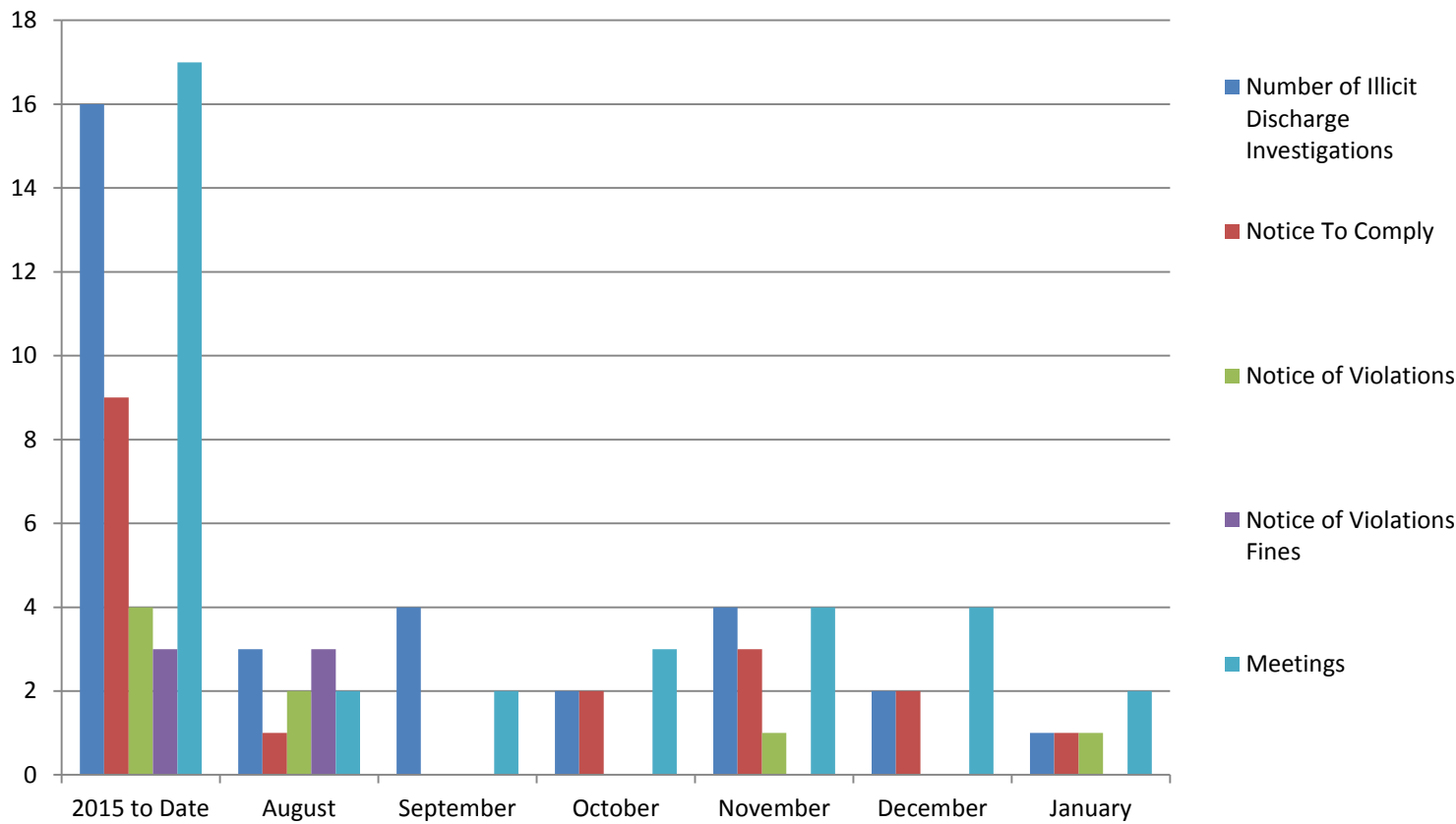


* August was the Erosion and Sediment Control Inspector's first month Reporting
Notice To Comply (NTC) Notice of Violations (NOV) Erosion and Sediment Control (E&SC)

Town of Bluffton

Illicit Discharge Concerns and Investigations

Number of Erosion and Sediment Control Inspections

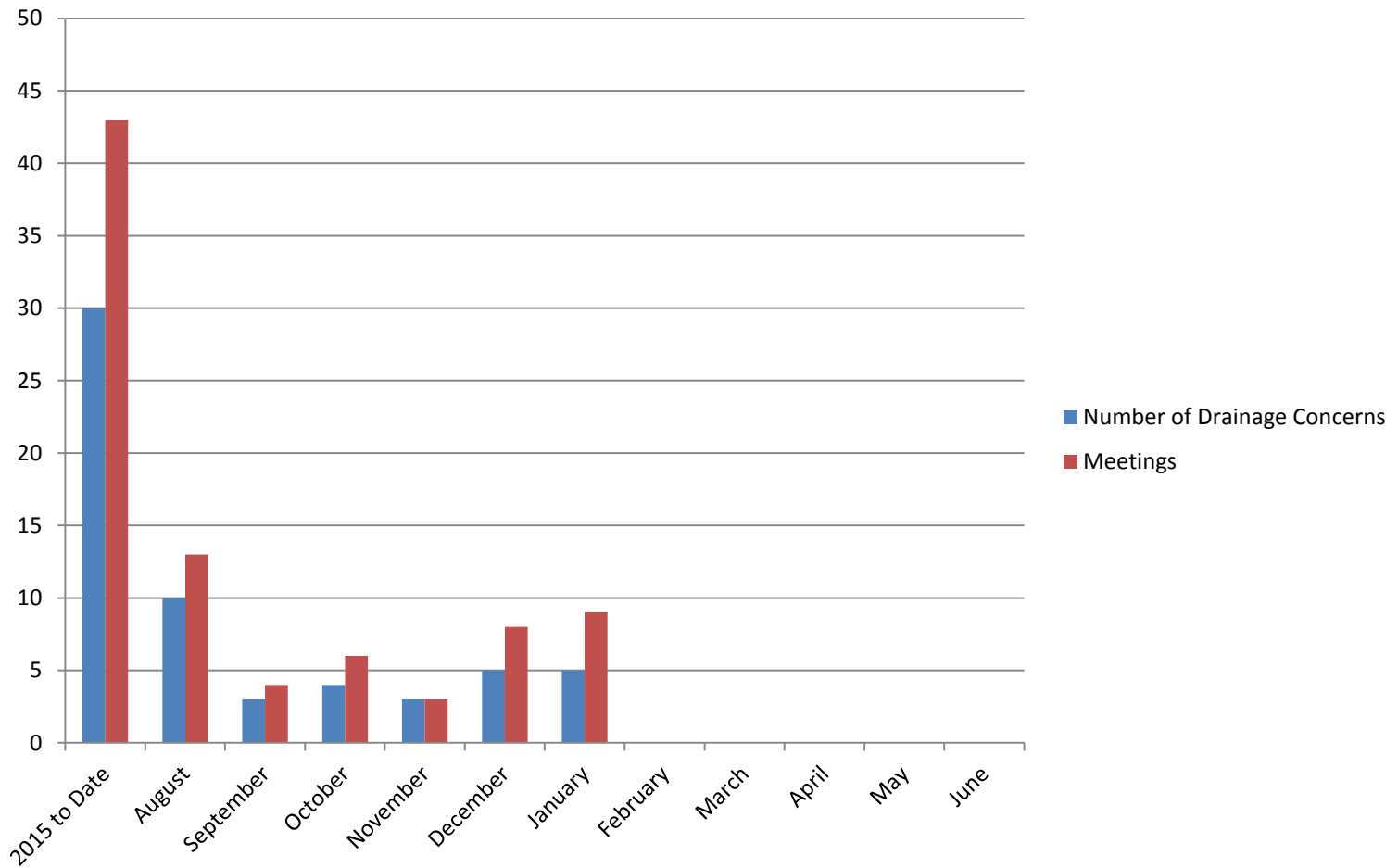


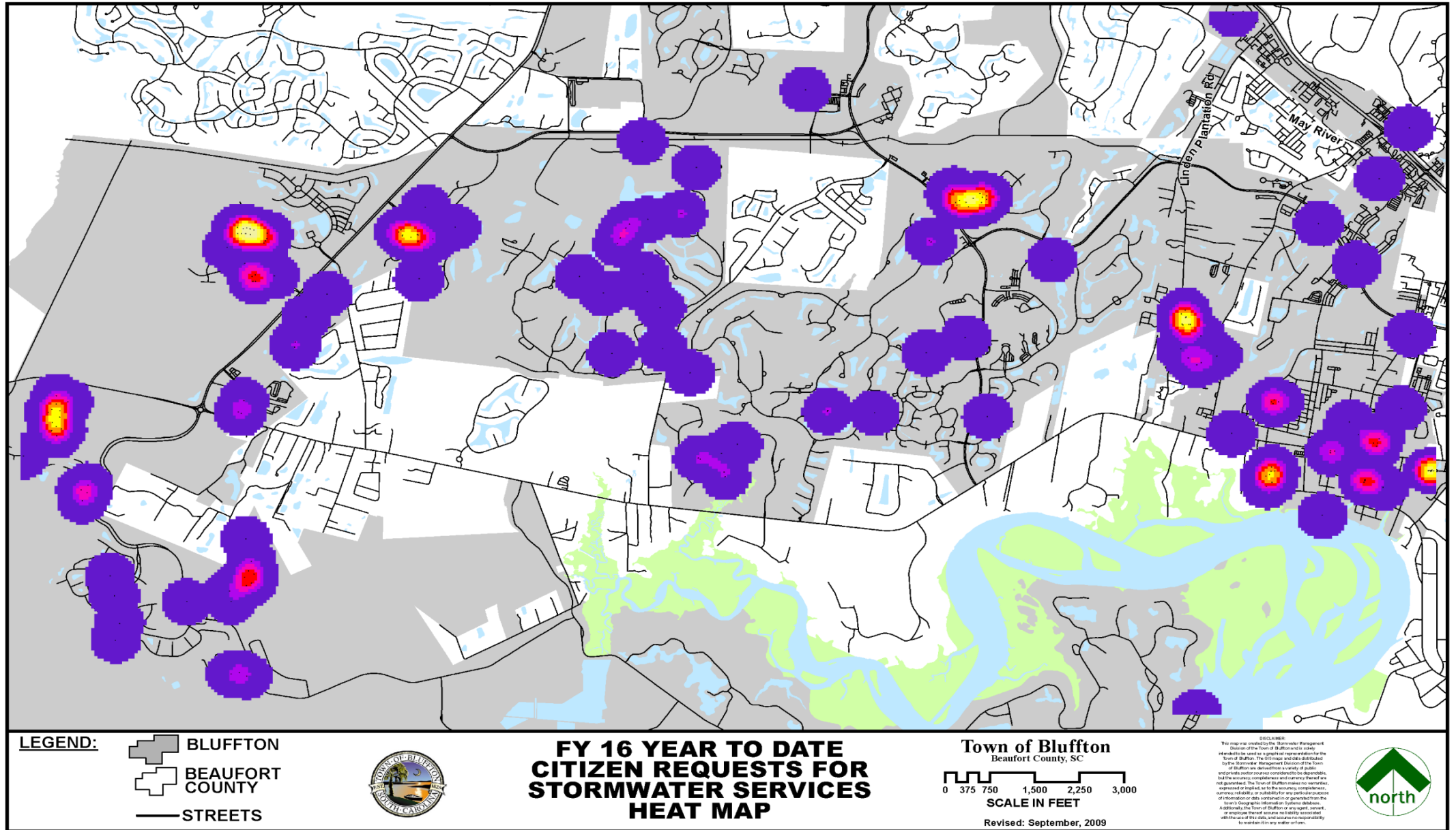
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Town of Bluffton

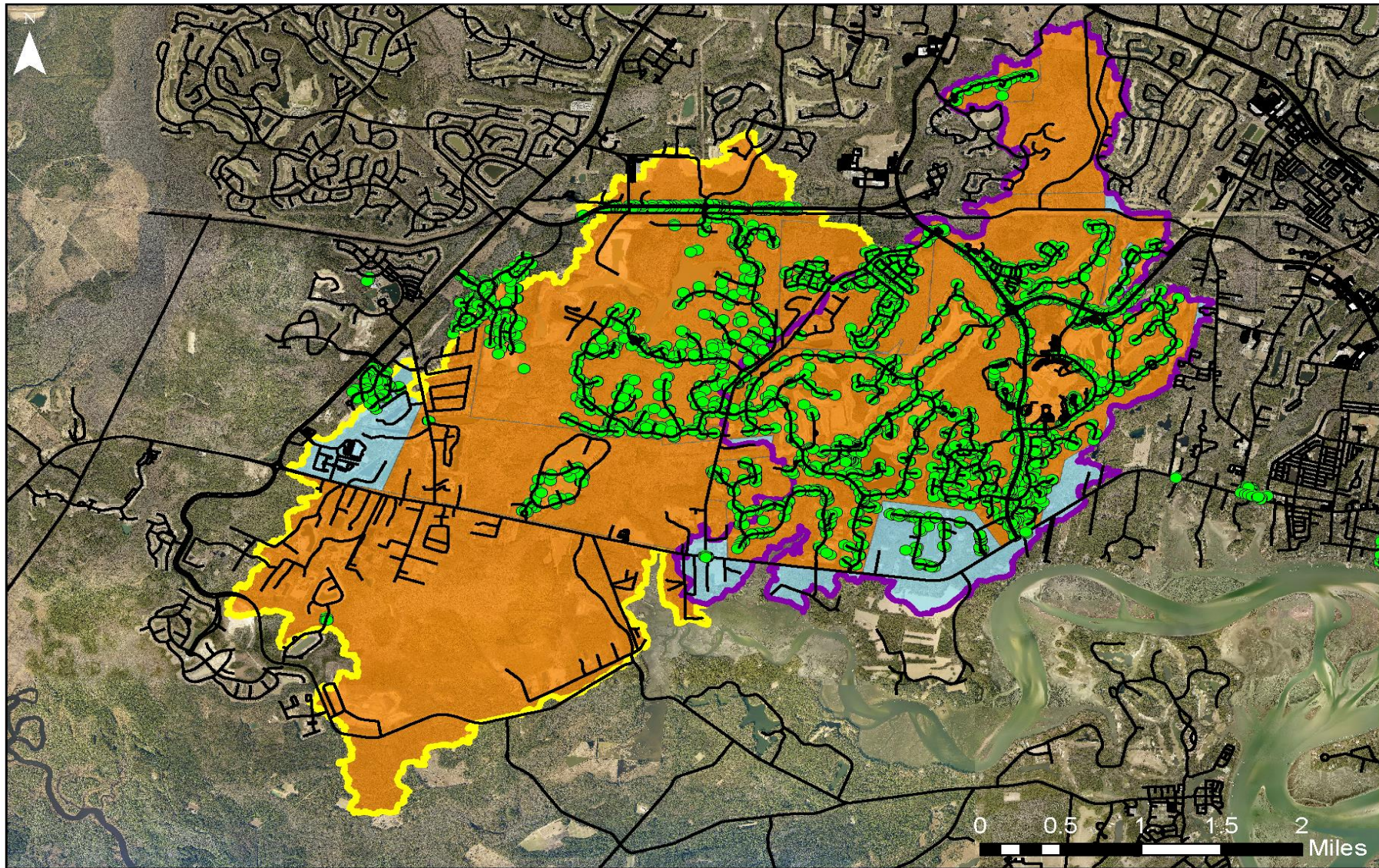
Fiscal Year to Date Inspection
Stormwater Drainage Concerns

Number Drainage Concerns Investigated





Stormwater Inventory Collection



Collection Status

Completed

In Progress

Inventoried SW Utilities

Rose Dhu Watershed

Stoney Creek Watershed

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